



State of Missouri

**FINE COLLECTION CENTER**

P.O. Box 104540, Jefferson City, MO 65110

877-866-3926 (Toll Free) or 573-522-2005, Fax 573-522-8504

Hearing impaired use MO Relay, 800-735-2966.

**INSTRUCTIONS**

**Notice: Always Return Your Ticket or a Copy**

1. **Your summons requires you to appear in court on the date written on the bottom of your ticket, UNLESS you plead guilty and pay your fine in full to the Fine Collection Center within 45 days of receiving the ticket.** After 45 days, the Fine Collection Center will send your ticket to the county. **Warning: If you did not plead guilty and fail to appear in court on your court date, a warrant will be issued for your arrest and your driver’s license may be suspended unless you have resolved the ticket with the court prior to your court date.** Keep in mind that the court will not receive your ticket from the Fine Collection Center until about a week before your court date.  
**NOTE:** If you choose to appear in court, you may have to pay additional court costs, and the court is not bound by the fine schedule you received with your ticket.
2. **To Plead Guilty and Pay Your Fine:**
  - a. See back of this page for list of fines (call number above if offense not listed, if in doubt about the amount, or with any questions). **Add \$35 to your fine if your ticket states the offense occurred in a construction or work zone, or \$250 if workers were present.**
  - b. Make checks or money orders (in U.S. dollars) payable to the **“Fine Collection Center.”** The Center **cannot accept partial payments.** Use pre-addressed envelope you received if possible or send to address above. You can also pay by credit card (**VISA and MasterCard only**) by calling 877-866-3926 to pay by phone. **DO NOT SEND CASH. Write your ticket number and daytime phone number** on the front of your check or money order.
  - c. **Sign ticket in the “Defendant’s Name” block** on the back, complete all other information and return the ticket (or a copy) with your payment. **The Fine Collection Center must receive your payment within 45 days of the ticket date** or the ticket will be sent to the county and you must appear in court on the court date on your ticket.
3. **You May Also Choose To Plead Not Guilty. To Plead Not Guilty:**
  - a. **Complete and sign the form** at the bottom left of this page and **send the signed form and your ticket (or a copy)** to the Fine Collection Center. If possible, use the pre-addressed envelope or you may **fax** the not guilty plea to **573-522-8504.**
  - b. The Center will forward your ticket to the county prosecuting attorney.
  - c. You must appear in court on your court date unless you make other arrangements with the court to dispose of the ticket.

I plead **NOT GUILTY.** I understand that my citation will be sent for disposition to the county prosecutor. **I also understand that I must appear in court on my court date. PLEASE PRINT:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Ticket Number(s) \_\_\_\_\_

Driver’s Lic. No. & State \_\_\_\_\_

Signature \_\_\_\_\_

**BE SURE TO RETURN YOUR TICKET OR A COPY WITH YOUR NOT GUILTY PLEA.**